



**CITY OF REDMOND**  
**ADDENDUM TO SUBMITTAL**  
**REQUIREMENTS**

January 8, 2003

**\*\*\* Important \*\*\***

**Please be aware that as of February 1<sup>st</sup>, 2003, all Land Use applications will be taken during appointments only. Appointments can be made in person or by calling the on-call planner at 425-556-2494. Available time slots are as follows:**

**Monday: 8:30-10, 10-11:30, 1-2:30 and 2:30 to 4**

**Tuesday: 8:30-10 and 10 to 11:30**

**Please note that there are several changes being made to the City of Redmond Submittal Requirement checklists. The following items are not included in the forms, however these items are required for completeness effective immediately:**

1. Three (3) sets of self-adhesive mailing labels containing the names and addresses of all property owners within **500** feet of the subject site, keyed to a copy of the assessor map identifying all properties receiving notification. **If necessary, the radius of 500 feet shall be expanded to include at least 20 different property owners.**
2. Nine (9) copies of a City of Redmond SEPA Checklist and one (1) copy of a SEPA Application Form are required with a complete response provided to all questions. **You must provide a completed SEPA application form** even if the project is exempt from SEPA.
3. One copy of an 8-1/2" x 11" vicinity map suitable for public notice purposes.
4. One copy of an 8-1/2" x 11" site layout plan suitable for public notice purposes.
5. Permit tracking data entry form.
6. Pre-Application Information including:
  - Dates of most recent Pre-Application meetings for both Design Review Board and Technical Committee (fee credits cannot be determined without this information)
  - Pre-Application meeting file numbers (only if pre-application meeting was held on or after October 28, 2002)
7. All plans must be folded and grouped in sets (each set to include one of each type of plan). Architectural fold is preferred.

If you have any questions concerning these items or any other submittal requirements, please contact the Planner of the Day at the Permit Center in City Hall, or you may call a Planner at 425-556-2494.



**CITY OF REDMOND**  
**APPLICATION REQUIREMENTS FOR:**

**TELECOMMUNICATION FACILITIES PERMIT**

Project \_\_\_\_\_  
Date \_\_\_\_\_

**Please note** that the submittal requirements noted below may change periodically. To assure that you have the most current requirements, please contact the City of Redmond Permit Center at 425-556-2473. These submittal requirements are dated **January 1, 2003**. Applications delivered by courier or by mail **will not be accepted**.

**I. APPLICABILITY/BACKGROUND**

Pursuant to Redmond Community Development Guide Section 20D.170.45-020, the following types of telecommunication facilities require review and approval of a Telecommunication Facility Permit (Type IA permit) **and** Building Permit:

- a. Large Satellite Dish Antennae (defined as one meter or greater in residential zones and two meters or greater in Industrial and Commercial zones).
- b. Amateur Radio Towers
- c. Wireless communication facilities which are:
  - i. attached to non-residential structures (all wireless communication facilities proposed on residential structures requires review and approval of a Special Development Permit, Type IV process).
  - ii. proposed to be stand-alone or ground mounted (regardless of which zone the facility is located).
  - iii. proposed to collocate on an existing broadcast and relay tower (unless the existing broadcast or relay tower was approved with adequate provisions for additional antennae and ground mounted equipment, in which case only a building permit shall be required).

NOTE: Proposed broadcast and relay towers require Special Development Permit approval (Type IV process) as well as Building Permit approval in all zones except for MP and I, in which case General Development Permit approval (Type II process) is required as well as Building Permit approval.

**Exemptions:**

The following antenna(e) shall be exempt from the requirement to obtain a Telecommunication Facility Permit:

- a. VHF and UHF receive-only television antennae (restricted to 15 feet above existing or proposed roof - Building Permit review and approval is not required).
- b. Small satellite dish antenna(e), defined as any satellite dish antenna(e) that has a diameter less than or equal to one meter located in any zoning district or two meters within Industrial or Commercial zones (Building Permit review and approval is not required).

## **II. PROFESSIONAL PREPARATION**

Telecommunication Facility Permit applications may need to be prepared professionally. This determination will occur either during a pre-application conference or when the Technical Committee has reviewed the application for completeness.

The applicant shall check each item below to confirm the item is included in the application. A Telecommunication Facility Permit application packet shall include the following:

## **III. GENERAL**

The following information must be provided with the application:

- \_\_\_\_A. Completed General Application Form
- \_\_\_\_B. Completed Building Permit Application Form
- \_\_\_\_C. Application Fees
- \_\_\_\_D. Vicinity map, with labeled streets and north arrow.
- \_\_\_\_E. Photographs of the proposed location as seen from streets and adjacent properties.
- \_\_\_\_F. Photo simulation of facility after installation (for wireless communication facilities only)
- \_\_\_\_G. Details/specifications for the antenna(e) and related equipment including; size, shape, materials, color, construction, anchoring, wiring, etc. Elevations of antenna(e) and related equipment must also be provided.

## **IV. SITE PLAN**

10 (ten) copies of a site plan drawn to scale, must be provided and shall include the following (only 5 copies are required if the facility does not include ground mounted equipment):

- \_\_\_\_A. existing property lines and all setbacks.
- \_\_\_\_B. proposed location and dimensions of the facility and related equipment, if proposed.
- \_\_\_\_C. location, type and dimensions of all utilities and utility easements (only required if facility and/or related equipment is proposed to be ground mounted). This information must be completed by a registered civil engineer.
- \_\_\_\_D. location of existing streets, existing fences, locations and dimensions of buildings on site and on adjacent sites.
- \_\_\_\_E. existing major grade changes and vegetation between the antenna and nearby buildings and streets with notations as to height and type of vegetation (deciduous or evergreen). (Only required if facility and/or related equipment is proposed to be ground mounted.)
- \_\_\_\_F. locations where any vegetation will be removed for reception purposes.

**V. SCREENING PLAN**

Ten (10) copies of a screening plan, drawn to scale, must be provided and shall include the following (only 5 copies are required if the facility is not ground mounted):

- \_\_\_\_A. North, south, east and west elevations which demonstrate how screening of the facility will be accomplished. This would include: existing or proposed topography, existing or proposed vegetation, existing or proposed buildings, existing or proposed fencing, details of the roof (if facility is not ground mounted), all in relation to the proposed facility and related equipment. Elevations must indicate dimensions of the facility and related equipment as well as the dimensions of all screening proposed.
- \_\_\_\_B. Proposed landscaping including identification of quantity, size and species of proposed planting.
- \_\_\_\_C. Proposed paint color (if new color is proposed).

**VI. SPECIAL EXCEPTIONS**

Pursuant to Redmond Community Development Guide Section 20D.170.45-080, Special Exceptions, when adherence to all standards of 20D.170.45, Telecommunications Facilities, would result in a physical barrier which would block signal reception or transmission or prevent effective communication in all permissible locations, a Special Exception may be permitted. A request for a Special Exception shall be processed in conjunction with the permit approving the facility location and shall not require any additional application or fees. Special Exception requests shall include the following:

- \_\_\_\_A. A statement which identifies the specific regulation for which a special exception is being sought and what the proposed modification to the regulation is. The statement must also include an explanation of how consideration was given to the waiving criteria outlined within RCDG Section 20D.170.45-080.
- \_\_\_\_B. A statement and supporting pictures, drawings (to scale), maps and/or manufacturer's specifications, and other technical information which demonstrates that the inability to receive a communication signal is the result of factors beyond the property owner's or applicant's control.
- \_\_\_\_C. The applicant shall demonstrate that the proposed materials, shape, and color of the antenna(e) will minimize negative visual impacts on adjacent or nearby residential uses to the greatest extent possible.

The above noted items must be submitted to the City of Redmond Permit Center in its entirety prior to any application considered to be complete.

Additional information may be required by the Technical Committee. The applicant will be notified if additional information is necessary.

Please Note: In order to help work out potential problems, if any, before formal submittal, the City of Redmond encourages applicants to attend a pre-application conference with a sketch of the proposed application for preliminary review. The sketch should be drawn to scale and be reasonably accurate. It may be prepared by the applicant. Conferences may be scheduled by calling the Permit Center.

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Applicant or Representative

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Date